



Policy: 3020
Procedure: 3020.03
Chapter: Health
Rule: Medical and Dental Records

Effective: 8/26/08
Replaces: 3020.03
Dated: 03/20/07

Purpose:

Arizona Department of Juvenile Corrections (ADJC) Medical Services shall ensure that the medical and dental care of juveniles be appropriately documented to provide consistency and continuity of care. The ADJC Medical Services shall transfer juvenile medical records to the Arizona Department of Library, Archives and Public Records, Records Management Division (RMD) after the juvenile has reached 18 years of age or has been remanded to the Arizona Department of Corrections.

Rules:

1. The **QUALIFIED HEALTH CARE PROFESSIONAL (QHCP)** shall maintain a medical summary form in each Medical Record and update with each procedure performed:
 - a. A current copy of Form 3020.03A Medical Treatment/Clearance shall be provided to the responsible adult transporting a juvenile to a community placement or court appointment.
2. The **QHCP** shall send the complete Medical Record with any juvenile transferred to another ADJC secure facility at the time of transport.
3. When a juvenile reaches 18 years of age, the **QHCP** shall send the Medical Record to the designated Medical Records Librarian (MRL):
 - a. The **MRL** shall:
 - i. Pack only files with a common destruction date into one box;
 - ii. Pack only same month files in one box;
 - iii. Make sure all boxes contain the Medical and Mental Health Records before sending them;
 - iv. Verify the juvenile's name on the files match Youthbase; and
 - v. Forward Form 1120.06A 18 Year Old Transfer File List with a list of the files of each box to the Central Office Records Management Supervisor (CORMS) including juvenile's name, K number, date of birth, and number of Medical and Mental Health Records for each juvenile.
4. When a juvenile reaches 18 years of age, the **CORMS** shall:
 - a. Prepare the Transfer Manifest Form that is provided by the Arizona Department of Library, Archives, and Public Records Management (RMD) division;
 - b. List all boxes to be transferred to RMD in the current shipment; and
 - c. Forward the Transfer Manifest and Data Entry (right side of bar code labels) forms to RMD for approval.
5. Once approved by CORMS and RMD, the **MRL** shall call RMD for pickup of each shipment:
 - a. The **RMD** shall then:
 - i. Return a printout of box shipments; and

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- ii. Shred the confidential records upon the juvenile's 24th birthday in accordance with ARS §12-2297.
6. The **RMD** shall send a "Notice of Destruction" to the ADJC Records Management Supervisor 60 days prior to the scheduled destruction date.

Signature

Date

8/26/2008

Approved by Process Owner

Kellie M. Warren, Psy.D., Deputy Director

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Effective Date

8/26/08

Approved by

Michael D. Branham, Director

Michael D. Branham, Director